



# Job Opportunity

## State Controller's Office

**Position:** Staff Services Analyst/Associate Governmental Program Analyst  
Position is Limited Term

Statewide

**Location:** Personnel/Payroll Services Division  
300 Capitol Mall - 10<sup>th</sup> Floor, Sacramento, CA 95814

**Issue Date:** January 3, 2006

**Final Filing Date:** Until Filled

**Contact/Telephone:**

LaSharel Hicks, (916) 324-6922

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-221-5157-075  
051-221-5393-XXX

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

Under the supervision of a Staff Services Manager I within the 21<sup>st</sup> Century Project, the incumbent performs tasks associated with system development, implementation, training and communications. The focus of the project is to replace the State's current payroll, employment, position management, time and attendance, and leave accounting systems with a fully integrated human resources/payroll system for use by state departments. Specific duties include, but are not limited to the following.

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

***Duties will be commensurate with level hired.***

- Work with business partners, departments and control agencies to determine needs, gather information and identify system design impacts.
- Work with stakeholders to negotiate agreements, identify issues, develop alternatives and make system design recommendations.
- Participate in the communications process, e.g. evaluate and develop communication materials, maintain communications on the 21<sup>st</sup> Century Web site, develop presentation and stakeholder training materials and make presentations to small and large groups.
- Participate in the implementation process by developing implementation materials and preparing departments for system conversion.
- Prepare documents and other stakeholders for organizational business process and cultural changes resulting for the 21<sup>st</sup> Century implementation.
- Participate in the development and execution of training programs for state departments and California State Universities.
- Represent the State Controller's Office on various task forces and focus groups compromised of



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



departmental, control agencies, campuses and labor union representatives.

**Desirable Qualifications:**

- Experience and knowledge of the state's human resource functions (e.g. payroll, personnel, benefits, position management, timekeeping and leave accounting);
- Excellent interpersonal and customer service skills;
- Ability to communicate effectively;
- High degree of initiative with the ability to work in a team setting;
- Strong analytical abilities;
- Able to adjust priorities and meet deadlines;
- Experience working with personal computers and knowledge of software applications such as;
- Microsoft Word, Excel, Outlook and Power Point;
- Experience and/or desire to work with Web site development and maintenance;
- Experience in or knowledge of system development and implementation;
- Experience providing training to groups or individuals.

**Reasons to apply/accept a position with the 21<sup>st</sup> Century Project team:**

1. You will have an opportunity to participate in a statewide business-critical project learning new technology.
2. You will work with energetic and driven professionals, while adding major project implementation skills to your work experience.
3. You will be on the cutting edge of valuable experience that will be applicable and marketable statewide.

**NOTE:** In February/March 2006, this position will relocate with the 21<sup>st</sup> Century Project team to a new office location in West Sacramento, which has **FREE PARKING**. Statewide travel is anticipated and may be required.

Learn more about the project at: [www.21stcentury.ca.gov](http://www.21stcentury.ca.gov)

*Applications will be screened and only the most qualified will be interviewed*

**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Personnel/Payroll Services Division

P.O. Box 942850

Sacramento, CA 94250-5875

Attn: LaSharel Hicks